

**ADVERTISEMENT FOR ENGINEERING AND RELATED SERVICES
APRIL 7, 2025**

**CONTRACT NO. 4400032013
STATE PROJECT NO. H.015788.1
FEDERAL AID PROJECT NO. H015788
I-20: MISSISSIPPI RIVER BR AT VICKSBURG
ROUTE: I-20
MADISON PARISH**

DBE GOAL = 4%

Under the authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues this advertisement for consulting firms to provide engineering and related services. **Consultants who are a Louisiana or foreign LLC or corporation should be appropriately registered with the Louisiana Secretary of State, as contemplated by Title 12 of the Louisiana Revised Statutes, and with the Louisiana Professional Engineering and Land Surveying (LAPELS) Board under its rules for firms. If a consultant is not in good standing in accordance with those provisions, it may be subject to consequences contemplated in Title 12 and/or the LAPELS rules. All requirements of LAPELS must be met at the time the proposal is submitted. Prime consultants must be registered with the Louisiana Secretary of State and the Federal Government, using SAM.gov, prior to contract execution.**

One (1) proposal will be selected for the contract solicited per this advertisement. Only one (1) DOTD Form 24-102 proposal is required for this advertisement, and it represents the prime consultant's qualifications and those of any and all sub-consultants proposed to be used for the referenced contract(s). All identifying contract number(s) should be listed in Section 2 of the DOTD Form 24-102. **USE THE DOTD FORM 24-102, DATED DECEMBER 12, 2024, PROVIDED WITH THE ADVERTISEMENT.**

DOTD Contract Manager (CM) – Ryan Morvant

Any questions concerning this advertisement must be sent in writing to DOTDConsultantAds80@la.gov no less than 48 hours (excluding weekends and holidays) prior to the proposal deadline.

SCOPE OF SERVICES

The general tasks to be performed by the Consultant for this contract are described more specifically in Attachment A, which is incorporated herein by reference.

The Consultant shall perform the work in accordance with the requirements of this advertisement and the resulting contract. Deliverables shall be in such format as required in Attachment A. The work performed by the Consultant shall be performed in a manner consistent with that degree of

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care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

MINIMUM PERSONNEL REQUIREMENTS (MPRs)

The requirements set forth in Attachment B must be met at the time the proposal is submitted.

EVALUATION CRITERIA

The criteria to be used by DOTD in evaluating responses for the selection of a consultant to perform these services are listed below:

1. firm experience on similar projects, weighting factor of three (3);
2. staff experience on similar projects, weighting factor of four (4);
3. firm size as related to the project magnitude, weighting factor of three (3);
4. past performance on similar DOTD projects, weighting factor of six (6)*;
5. current work load with DOTD, weighting factor of five (5);
6. approach and methodology, weighting factor of nine (9).

*The Consultant is to identify in the table below those disciplines consistent with the approach and methodology proposed in Section 18 of the DOTD Form 24-102.

THE FOLLOWING TABLE MUST BE COMPLETED AND INCLUDED IN SECTION 12 OF THE DOTD FORM 24-102 PROPOSAL.

Sub-consultants are allowed to be used for this proposal. Fill in the table by identifying only those disciplines consistent with the approach and methodology proposed in Section 18 of the DOTD Form 24-102*, the name of each firm that is part of the proposal, and the percentage of work in each discipline to be performed by that firm. The percentage estimated for each discipline is for evaluation purposes only and will not control the actual performance or payment of the work. The percentages for the prime and sub-consultants must total 100% for each discipline, as well as the overall total percent of the contract. (Add rows and columns as needed)							
Discipline(s)	% of Overall Contract	Prime	Firm B	Firm C	Firm D	Firm E	Each Discipline must total to 100%
							100%
							100%
							100%
Identify the percentage of work for the overall contract to be performed by the prime consultant and each sub-consultant.							
Percent of Contract	100%						-----

*The disciplines are: Appraiser, Bridge, CE&I/OV, CPM, Data Collection, Environmental, Geotech, ITS, Other (must specify), Planning, Right-of-Way, Road, Survey, and Traffic.

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If sub-consultants are used, the prime consultant can perform less than 50% of the work, but none of the sub-consultants can perform a larger percentage of the overall contract than the prime consultant.

Proposals will be evaluated as set forth in the “Evaluation Criteria” section of this advertisement. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of one (1) through five (5). The rating will then be multiplied by the corresponding weighting factor. The rating in each category will then be added to arrive at the proposal’s final rating.

DOTD’s Project Evaluation Team (PET) will be responsible for performing the above described evaluation, and will present a shortlist of the three (3) (if three are qualified), highest rated consultants to the Secretary of DOTD. The Secretary will make the final selection.

COMPLIANCE WITH SUPPLEMENTAL ETHICS REQUIREMENTS

DOTD has established supplemental ethics requirements applicable to consultants and PET members. These requirements are found in the “Supplemental Ethics Requirements” article of the sample contract linked to this advertisement under Contract Execution Requirements, which are incorporated herein by reference. Any firm that is found to have violated these requirements may not be considered for this selection.

By submission of a proposal to perform services pursuant to this advertisement, the Consultant agrees to comply with DOTD’s Supplemental Ethics Requirements.

RULES OF CONTACT UPON ADVERTISEMENT

DOTD is the single source of information regarding the contract selection. Any official correspondence will be in writing, and any official information regarding the contract will be disseminated by DOTD’s designated representative via the DOTD website. The following rules of contact will apply during the contract selection process, commencing on the advertisement posting date and ceasing at the time of final contract selection. Contact includes face-to-face communication, the use of a telephone, facsimile, electronic mail (email), or formal or informal written communications with DOTD. Any contact determined to be improper, at the sole discretion of DOTD, may result in the rejection of the proposal (i.e., DOTD Form 24-102).

Consultants and consultant organizations **shall correspond with DOTD regarding this advertisement only through the email address designated herein; DOTDConsultantAds80@la.gov** and during DOTD sponsored one-on-one meetings.

No consultant, or any other party on behalf of a consultant, shall contact any DOTD employee, other than as specified herein. This prohibition includes, but is not limited to, the contacting of: department, office, or section heads, project managers, members of the evaluation teams, and any official who may participate in the decision to award the contract resulting from this advertisement.

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DOTD will not be responsible for any information or exchange that occurs outside the official process specified above.

By submission of a proposal to perform services pursuant to this advertisement, the Consultant agrees to the communication protocol herein.

PROJECT TIME

The overall time for the completion of the scope of services is estimated to be **730 days**.

COMPENSATION (September 2024)

The compensation payable to the Consultant for all services rendered in connection with this contract shall be **\$6,000,000 (Part I and Part II, combined)**. This estimate will be used for grading purposes only. Actual compensation will be determined by DOTD based on work hours negotiated between DOTD and the selected consultant. Within fifteen (15) calendar days of notification of selection, a kick-off meeting will be held with the selected consultant and appropriate DOTD personnel. The selected consultant will be required to submit a work hour proposal within thirty (30) calendar days following the notification of selection. The negotiation period shall not exceed ninety (90) calendar days from the selection notification date. If an agreement cannot be reached with the selected consultant within that time, negotiations may be terminated and another consultant selection made from the shortlist.

Payment will be made based on negotiated cost plus fixed fee.

DIRECT EXPENSES

To the extent that the Consultant is allowed to claim reimbursement for direct expenses, all direct expense items that are not paid for in the firm's indirect cost rate, and are, needed and will be consumed during the life of the contract must be identified by the Consultant during contract development. The acquisition or rental of standard equipment or resources to be used in the provision of services rendered for this contract will not be considered for payment under direct expenses (e.g., vehicles for construction engineering and inspection (CE&I) inspectors).

The Consultant should own most of the equipment required to provide the work and services. The cost of this equipment should be included in the Consultant's indirect cost rate. Equipment may be considered "specialized" if it cannot be considered standard equipment for that particular consultant's normal operating business needs. If a consultant believes special equipment is needed for the contract, the Consultant must inquire through the Question and Answer process, as provided herein, whether the identified item will be considered specialized equipment for the individual contract.

All travel related expenses will be compensated under direct expenses, and will be in accordance with the most current Louisiana Office of State Travel regulations as promulgated in the Louisiana Administrative Code under the caption "PPM No. 49", with the exception that compensation for

vehicle usage will be based on actual miles traveled directly and exclusively related to project needs. Vehicle rental rates will require prior approval from the PM.

CYBERSECURITY TRAINING

In accordance with La. R.S. 42:1267(B)(3) and the State of Louisiana's Information Security Policy, if the Consultant, any of its employees, agents, or sub-consultants will have access to State government information technology assets, the Consultant's employees, agents, or sub-consultants with such access must complete cybersecurity training annually, and the Consultant must present evidence of such compliance annually and upon request. The Consultant may use the cybersecurity training course offered by the Louisiana Department of State Civil Service without additional cost or may use any alternate course approved in writing by the Office of Technology Services.

For purposes of this Section, "access to State government information technology assets," means the possession of credentials, equipment, or authorization to access the internal workings of State information technology systems or networks. Examples would include but not be limited to State-issued laptops, VPN credentials to credentials to access the State network, badging to access the State's telecommunications closets or systems, or permissions to maintain or modify IT systems used by the State. Final determination of scope inclusions or exclusions relative to access to State government information technology assets will be made by the Office of Technology Services.

QUALITY ASSURANCE/QUALITY CONTROL

DOTD requires the selected consultant and all sub-consultants to develop a Quality Assurance/Quality Control (QA/QC) program in order to provide a mechanism by which all deliverables will be subject to a systematic and consistent review. The selected consultant shall address in its plan the review of all sub-consultant work and deliverables. **Only the selected consultant must submit their QA/QC plan to the DOTD PM within 10 business days of the award notification to the Consultant (do not include QA/QC plan in the DOTD Form 24-102).** Consultants must ensure quality and adhere to established DOTD policies, procedures, standards and guidelines in the preparation and review of all deliverables. DOTD may provide limited input and technical assistance to the Consultant. Any deliverables to be transmitted by the Consultant shall be transmitted with a DOTD Quality Assurance/Quality Control Checklist, and a certification that the deliverables meet DOTD's quality standards.

If Attachment A includes specific QA/QC requirements that contradict those set forth above, the requirements in Attachment A control.

TRAFFIC ENGINEERING PROCESS AND REPORT TRAINING REQUIREMENTS

As part of DOTD's on-going commitment to high quality traffic engineering reports, a traffic engineering training course must be taken by traffic engineering PEs and EIs in order to be eligible to work on DOTD projects. When traffic is included as a discipline on which past performance is evaluated, for consultants performing traffic engineering services (i.e., traffic analysis throughout all DOTD project stages and/or QC of traffic analysis), appropriate personnel must successfully complete the three (3) modules of the Traffic Engineering Process and Report Course offered by

Louisiana Transportation Research Center (LTRC). This Course must be completed no later than the time the proposal is submitted or show proof of registration for the Course from the LTRC's Registration site. **Copies of training certificates or proof of registration are to be included in Section 20 of the proposal.** It will be the prime consultant's responsibility to ensure their staff and sub-consultants complete the training. Copies of training records may be obtained from the LTRC website <https://registration.ltrc.lsu.edu/login>.

WORK ZONE TRAINING REQUIREMENTS

As part of DOTD's on-going commitment to work zone safety, required work zone training courses must now be taken every four (4) years in order for personnel to remain eligible to work on DOTD projects. For consultants performing preconstruction services (*e.g.*, design, survey, subsurface utility, geotechnical, traffic, bridge inspection, environmental services), appropriate personnel must successfully complete these courses. In general, the person in responsible charge of traffic control plans shall be required to have Traffic Control Supervisor training. For preconstruction field services performed within the clear zone, at least one (1) member of the field crew shall have Traffic Control Supervisor or Traffic Control Technician training. The Consultant should identify all personnel listed in the staffing plan (Section 14) for the contract who have completed the appropriate work zone training courses. All preconstruction work zone training requirements shall be met **prior to contract execution**. It will be the prime consultant's responsibility to ensure their staff and sub-consultants have the appropriate work zone training.

In addition to the above requirements, if the Scope of Services set forth in Attachment A includes Construction Engineering and Inspection (CE&I), the following training requirements shall be met **at the time the proposal is submitted and are to be included in Section 20 of the proposal**:

Field Engineers:	Traffic Control Technician Traffic Control Supervisor Flagger
Field Engineer Interns:	Traffic Control Technician Traffic Control Supervisor Flagger
Field Senior Technicians, Survey Party Chiefs, and SUE Worksite Traffic Supervisors*:	Traffic Control Technician Traffic Control Supervisor Flagger
Other Field Personnel*:	Traffic Control Technician Flagger

* excluding Asphalt Plant Inspector, Paint Managers, and Paint Inspectors

Approved courses are offered by ATSSA and AGC. Substitutes for these courses must be approved by the DOTD Work Zone Task Force. For more information, please contact DOTD HQ Construction at 225-379-1584. Specific training course requirements are:

Flagger: Successful completion every four (4) years of a work zone flagger course approved by the Department. The “DOTD Maintenance Basic Flagging Procedures Workshop” is not an acceptable substitute for the ATSSA and AGC flagging courses.

Traffic Control Technician (TCT): Successful completion every four (4) years of a work zone traffic control technician course approved by the Department. **After initial successful completion, it is not necessary to retake this course every four (4) years if Traffic Control Supervisor training is completed every four (4) years.**

Traffic Control Supervisor (TCS): Successful completion of a work zone traffic control supervisor course approved by the Department. Following an initial completion, traffic control supervisors must either complete a one (1)-day TCS refresher course or retake the original two (2)-day TCS course every four (4) years.

ATSSA contact information: (877) 642-4637

*****ALL WORK ZONE TRAINING CERTIFICATIONS MUST BE ACTIVE*****

REFERENCES

All services and documents will meet the standard requirements as to format and content of DOTD and will be prepared in accordance with the latest applicable editions, supplements, and revisions of the following:

1. AASHTO Standards – The American Association of State Highway Transportation Officials
<https://www.transportation.org/>
2. AASHTO Highway Safety Manual -
<https://www.highwaysafetymanual.org/Pages/default.aspx>
3. AASHTO – A Policy on Geometric Design of Highways and Streets –
https://bookstore.transportation.org/collection_detail.aspx?ID=110
4. ASTM Standards – <https://www.astm.org/BOOKSTORE/BOS/index.html>
5. CyberSecurity Training –
<https://forms.gle/deZGAo5hUMWeSG4P6>
6. DOTD – Bridge Design and Evaluation Manual (BDEM) –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Bridge_Design/Pages/BD-EM.aspx
7. DOTD – Complete Streets –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CompleteStreets/Pages/default.aspx

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8. DOTD – Construction Contract Administration Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Pages/Engineering_Docs.aspx
9. DOTD – Consultant Contract Services Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Manuals/CCS%20Manual%20rev%20Dec%202020.pdf
10. DOTD – Hydraulics Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Public_Works/Hydraulics/Documents/Hydraulics%20Manual.pdf
11. DOTD – Location and Survey Manual – REVISED OCTOBER 2023
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/LocationSurvey/Manuals%20and%20Forms/Location_and_Survey_Manual.pdf
12. DOTD – Addendum “A” to the Location & Survey Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/LocationSurvey/Manuals%20and%20Forms/Location%20and%20Survey%20Manual%20-%20Addendum%20A.pdf
13. DOTD – Louisiana Standard Specifications for Roads and Bridges –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Standard_Specifications/Pages/Standard%20Specifications.aspx
14. DOTD – Materials Sampling Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Materials_Lab/Pages/Menu_MSM.aspx
15. DOTD – Minimum Design Guidelines –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Memoranda/Minimum%20Design%20Guidelines.pdf
16. DOTD – Off-System Highway Bridge Program Guidelines –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Bridge_Design/Manuals/Other%20Manuals%20-%20Guidelines/2019%20Federal%20Aid%20Off-System%20Highway%20Bridge%20Program%20Guidelines.pdf
17. DOTD – Pavement PRR Min Design Guidelines –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Systems_Preservation/Guidelines/DOTD%20Pavement%20PRR%20Min%20Design%20Guidelines.pdf
18. DOTD – Roadway Design Procedures and Details Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Pages/Road-Design-Manual.aspx
19. DOTD – Stage 1 Planning/Environmental Manual of Standard Practice –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Environmental/Pages/Stage_1.aspx
20. DOTD – Testing Procedures Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Materials_Lab/Pages/Menu_TPM.aspx

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21. DOTD – Traffic Engineering Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/Misc%20Documents/Traffic%20Engineering%20Manual.pdf
22. DOTD – Traffic Engineering Process and Report –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/ManualsPublications/Pages/TEPR.aspx
23. DOTD – Traffic Signal Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/Traffic%20Control/Traffic%20Signal%20Manual%20V3%20-%207.1.20.pdf
24. e-CFR – Electronic Code of Federal Regulations (all applicable) –
<https://ecfr.io/>
25. FHWA – Bridge Inspector’s Reference Manual (BIRM) –
website: <https://www.fhwa.dot.gov/bridge/nbis.cfm>
manual: <https://www.fhwa.dot.gov/bridge/nbis/pubs/nhi12049.pdf>
26. FHWA – Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) –
<http://mutcd.fhwa.dot.gov/>
27. National Electrical Safety Code (NESC) –
<https://standards.ieee.org/products-services/nesc/index.html>
28. NFPA 70 – National Electrical Code (NEC) –
<https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=70>
29. NEPA – National Environmental Policy Act –
<https://www.epa.gov/nepa>

CONTRACT EXECUTION REQUIREMENTS

The selected consultant will be required to execute the contract within ten (10) days after receipt of the contract.

A sample of the contract provisions can be found at the following link: http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Pages/Advertisements.aspx.

DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENT

This advertised contract has a Disadvantaged Business Enterprise (DBE) goal of **4%** of the contract fee. Credit for DBE participation will be limited to the firms certified pursuant to the Louisiana Unified Certification Program. For convenience, DOTD provides a list on its website (<http://www8.dotd.la.gov/UCP/UCPSearch.aspx>) of firms that have been certified as eligible to participate as DBEs on US DOT assisted contracts. This list is not an endorsement of the quality of performance of any firm but is simply an acknowledgment of the listed firms’ eligibility as a DBE. DOTD makes no representations of the accuracy or completeness of this list on any particular date or time. Prime consultants considering the use of a particular DBE sub-consultant

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are advised to obtain documentation of certification status from that sub-consultant prior to submission of DOTD Form 24-102.

Prime consultants must specify by firm name in Section 11 on the DOTD Form 24-102 all DBE firms which the prime intends will participate in providing services under the contract to meet the DBE goal and indicate for each the percent of the contract fee for the services that will be performed by each specified DBE firm. If the prime did not succeed in obtaining enough DBE participation to meet the goal, it must attach to the DOTD Form 24-102, behind Section 23, documentation of its good faith efforts to meet the goal.

REVISIONS TO THE ADVERTISEMENT

DOTD reserves the right to revise any part of the advertisement by issuing addenda to the advertisement at any time. Issuance of this advertisement in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all DOTD Form 24-102s submitted, and/or cancel this consultant services procurement if it is determined to be in DOTD's best interest. All materials submitted in response to this advertisement become the property of DOTD, and selection or rejection of a proposal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the advertisement.

CLARIFICATIONS

DOTD reserves the right to request clarification of ambiguities or apparent inconsistencies found within any proposal, if it is determined to be in DOTD's best interest.

PROPOSAL REQUIREMENTS

The Consultant's proposal for this advertisement must be submitted by email to DOTDConsultantAds80@la.gov. **USE THE DOTD FORM 24-102, DATED DECEMBER 12, 2024, PROVIDED WITH THE ADVERTISEMENT.** Hard copies of the Consultant's proposal are not required. All proposals must be in accordance with the requirements of this advertisement, and the Consultant Contract Services Manual. Unless otherwise stated in this advertisement, copies of licenses and certificates are not required to be submitted with the proposal.

If more than one (1) contract is to be selected based on this advertisement, no prime consultant is allowed to be a sub-consultant on any other consultant's 24-102. If a prime consultant is submitted as a sub-consultant on another consultant's 24-102, its proposal as a prime consultant may be deemed non-responsive.

ANY CONSULTANT FAILING TO SUBMIT ANY OF THE INFORMATION REQUIRED ON THE DOTD FORM 24-102, OR PROVIDING INACCURATE INFORMATION ON THE DOTD FORM 24-102, MAY BE CONSIDERED NON-RESPONSIVE.

DOTD employees may not submit a proposal, nor be included as part of a consultant's proposal.

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Contract and/or part-time employees are allowed. Such employees should be shown in Section 14 of the DOTD Form 24-102 with an asterisk denoting their employment status.

The DOTD Form 24-102 **PDF file shall be labeled** “**CONTRACT NO. 4400032013 Consultant’s name**”, and **must be received no later than 3:00 p.m. Central Time by DOTDConsultantAds80@la.gov** via email on Wednesday, April 30, 2025.

The PDF file must be attached in the email or as a hyperlink in the email or as an email through third-party file transfer websites such as Dropbox or WeTransfer.

Please note that delivery failure may occur on email files exceeding 25MB uncompressed. In addition, all emails are scanned for cybersecurity threats prior to delivery to DOTDConsultantAds80@la.gov; **therefore, allow sufficient time** for this process to take place when submitting your proposal.

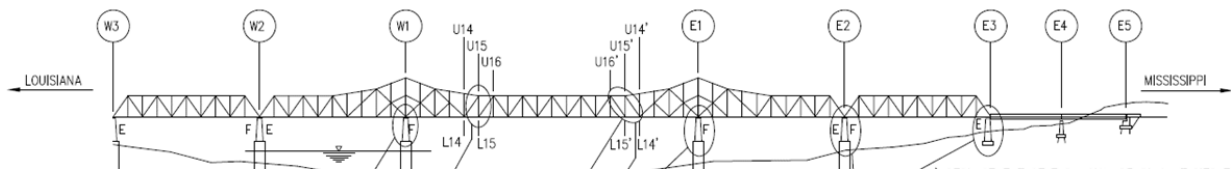
ATTACHMENT A – SCOPE OF SERVICES

The project time is typical.

The home office indirect cost rate shall be applicable to all services except as otherwise designated hereafter.

INITIAL SERVICES

The Louisiana Department of Transportation and Development (DOTD), in conjunction with the Mississippi Department of Transportation (MDOT), is developing a Planning and Environmental Linkage (PEL) document focused on maintaining the connectivity of I-20 over the Mississippi River Bridge near Vicksburg, Mississippi. River piers E1 and E2 continue to experience westward movement and this PEL document, along with the subsequent NEPA document, are intended to arrive at the long-term solution to maintain this critical crossing.



For reference documents associated with H.015788 - I-20: Mississippi River Bridge at Vicksburg, please send a request email to DOTDConsultantAds80@la.gov.

PART I: Enhanced Planning

Recent guidance from the Federal Highway Administration (FHWA) provides that the following activities should be completed prior to initiation of a new Environmental Impact Statement (EIS) for proposed projects considered ‘major infrastructure projects’:

- Identify Cooperating and Participating Agencies for the project
- Develop a draft Purpose and Need
- Develop a draft Coordination Plan that includes a permitting timetable
- Identify community and stakeholders affected and develop a Public Involvement Plan
- Identify preliminary Range of Alternatives
- Determine the extent of analysis needed for each resource
- Initiate applicable resource surveys/studies
- Identify potentially significant environmental issues
- Identify potential mitigation strategies
- Initiate permit activities as soon as possible, such as pre-application processes.

Scope of Work

- A. Develop a preliminary statement of Purpose and Need for the project.
- B. Prepare a list of potential cooperating and participating agencies. Develop a preliminary agency coordination plan to present to cooperating and participating agencies for review and consensus. Update the list of agencies and coordination plan throughout the project as needed.
- C. Prepare a list of stakeholders and their contact information including, but not limited to, interested entities, government and elected officials, utilities, railroads, environmental groups, civic groups, and neighborhood associations. Develop and maintain a public involvement plan. Update the list of stakeholders and public involvement plan throughout the project as needed.
- D. Prepare the Solicitation of Views and Section 106 Consultation documentation.
- E. Review all previous studies or plans related to the existing I-20 Mississippi River Bridge or US 80 Mississippi River Bridge available through one (1) or more of the member parishes/counties, or DOTD.
- F. Undertake an iterative process of analyzing and assessing plausible alternatives that meet the preliminary statement of Purpose and Need. Plausible alternatives shall include major rehabilitation of the existing bridge.
- G. Conduct a detailed structural and geotechnical feasibility review of proposed alternatives, which meet the preliminary statement of Purpose and Need.
- H. Conduct a preliminary environmental review of those corridors, which meet the preliminary statement of Purpose and Need. Identify the study area and assemble an environmental inventory including navigational constraints, environmental constraints, and demographics, using the most current data available; prepare associated environmental inventory maps. Identify environmental or technical “showstoppers.” Develop draft environmental screening methodology.
- I. For the alternatives that appear to be environmentally and technically feasible as well as directed by DOTD:
 - Prepare preliminary cost estimates for the alternatives that appear to be environmentally and technically feasible.
 - Perform Geotechnical exploration (e.g., CPTs and deep borings) and testing for selected locations. Perform geotechnical analysis to provide preliminary design parameters for deep foundations and embankments/walls.
 - Perform topographic survey as needed to supplement LiDAR data collected in the project area. Perform bathymetric survey in the River for each of the alternatives.
 - Perform Quality Level D subsurface utility engineering (SUE) along each of the alternatives. Perform Quality Level C SUE at requested intersections.
 - Perform preliminary hydrologic and hydraulic analysis to confirm drainage patterns and support development of line and grade drawings and bridge concepts.

- Collect traffic data and perform corridor study along I-20 and US 61 to determine intersection control types and other improvements required near tie-in locations for each alternative. Perform high-level screening to identify corridors adversely affected by each alternative.
 - Develop line and grade drawings and typical sections for each of the alternatives for evaluating the effects and application of access management, complete streets, and context sensitive solutions.
 - Prepare a bridge concept study report to demonstrate the technical viability of the build alternatives. The bridge report shall include, but is not limited to, the following supporting documentation for each alternative: design criteria, preliminary designs for the superstructure and substructure, constructability review, aesthetic considerations, life cycle cost analysis, and maintainability.
 - Perform environmental analyses and prepare technical reports. Analyses and technical reports shall include, but are not limited to, noise and air studies, cultural resources surveys, biological surveys, wetland delineations, threatened and endangered species surveys, community impact analyses, environmental justice analyses, conceptual stage relocation plan, phase 1 environmental site assessments, economic studies, and section 4f evaluations. Develop a matrix for alternatives comparison.
- J. Hold at least one (1) public meeting in Madison Parish and Warren County to solicit input on the alternatives and screening methodology. Coordinate with cooperating and participating agencies and hold stakeholder meetings to reach consensus on screening methodology.
- K. Identify all agreements and federal, state, and local permits that likely will be required and timetable for each.
- L. Identify any documents or analysis that will be necessary to complete a NEPA document.
- M. Recommend an Environmental Document Classification Type to advance into the NEPA process.
- N. Prepare a comprehensive report documenting Tasks A through M.
- O. As directed and approved by DOTD, maintain a project website; post pertinent materials on the website to make such materials accessible to the public. This includes utilizing virtual public involvement techniques for outreach. These services shall be provided for the duration of the contract.

Detailed tasks shall be as necessary to accomplish the scope of work, as established in the project activity schedule, and as further defined in the associated negotiated work-hour spreadsheet and associated documentation.

All work and analysis performed shall be to a level of detail that is sufficient for incorporation into future NEPA documentation without additional investigation or explanation. Any necessary disclaimers pertaining to the level of investigation made shall be stated and documented.

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All reasons for eliminating portions of the study area or corridors from consideration shall be clearly stated and shall be documented accordingly; this includes, but is not limited to, all “Showstoppers”, all corridors not meeting the Purpose and Need, and all corridors deemed environmentally or technically infeasible. The screening methodology and associated information used to narrow the number of plausible corridors to the most feasible shall be clearly stated and shall be documented accordingly.

Deliverables

The Consultant shall provide the following deliverables:

- A. Environmental Inventory Document
- B. Report Identified in Scope of Work Item N
- C. Scope of Work Identified in Each Task as Applicable

All deliverables shall be organized and formatted in a manner that is conducive to review and future use. In addition to listed deliverables, all design files, calculations, etc., used to in the prosecution of the scope of work shall be submitted.

ADDITIONAL SERVICES

The scope of services, compensation and contract time for future engineering services will be established by new Supplemental Agreement(s) or by new advertisement for the following:

PART II: Environmental Evaluation

The extent of environmental evaluation necessary will depend on the results of Part I with respect to likely environmental impacts and required federal, state, and local permits. In general, the tasks outlined below will be required.

Scope of Work

- A. Complete preliminary items including but not limited to Notice of Intent and preparation of Solicitation of Views.
- B. Refine statement of Purpose and Need for the project.
- C. Refine the list of agencies and coordination plan. Update both as needed throughout the life of the project.
- D. Refine the list of stakeholders and involvement plan. Update both as needed throughout the life of the project.
- E. Refine and evaluate the build alternatives advanced from Part 1 and the no-build alternative.
- F. Refine line and grade drawings and typical sections for each of the alternatives for evaluating the effects and application of access management, complete streets, and context sensitive solutions.

- G. Perform an environmental analysis and any other technical reports not previously performed during the Enhanced Planning stage but necessary to complete the NEPA process.
- H. Prepare all environmental documentation in reader friendly format –All documents for public distribution should be in an accessible pdf format properly formatted and bookmarked with metadata and able to be read aloud for posting on the internet.
- I. Coordinate with FHWA and cooperating agencies to select a preferred alternative.
- J. Conduct at least one (1) public meeting and one (1) public hearing in Madison Parish and Warren County.
- K. Prepare other documentation including any required for mitigation and for federal, state, and local permit applications. Fill out all required permit applications.
- L. Refine the cost estimates for the alternatives including engineering design, right-of-way, utility relocations, environmental commitments and mitigation, construction including construction traffic mitigation, and construction administration and inspection. Develop detailed cost estimates and associated financial risks and uncertainties and participate in the Cost Estimate Review with DOTD and FHWA.
- M. As directed and approved by DOTD, maintain a project website; post pertinent materials on the website to make such materials accessible to the public. This includes utilizing virtual public involvement techniques for outreach. These services shall be provided for the duration of the contract.

ELECTRONIC DELIVERABLES

The Consultant hereby agrees to produce electronic deliverables in conformance with DOTD Software and Deliverable Standards for Electronic Plans document in effect as of the effective date of the most recent contract action or modification, unless exempted in writing by the Project Manager. The Consultant is also responsible for ensuring that sub-consultants submit their electronic deliverables in conformance with the same standards. DOTD Software and Deliverable Standards for Electronic Plans document and DOTD CAD Standards Downloads are available via links on the DOTD web site.

The Consultant shall apply patches to CAD Standard Resources and install incremental updates of software as needed or required. The Consultant hereby agrees to install major updates to software versions and CAD Standard Resources in a timely manner. Major updates of CAD standards and software versions shall be applied per directive or approval of the DOTD Design Automation Manager. Such updates will not have a significant impact on the plan development time or project delivery date, nor will they require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding project-specific requirements.

In the event that any Digital Plan Delivery Standard conflicts with written documentation, including DOTD plan-development Manuals, the Digital Plan Delivery Standard governs. The Consultant is responsible for contacting the Project Manager should questions arise.

CONTRACT NO. 4400032013

The Consultant shall upload (or check in) electronic deliverables directly into the DOTD ProjectWise repository at each plan delivery milestone. The Consultants are responsible for performing certain operations at each milestone including, but not limited to, the following:

- Upload (or check in) CAD plan deliverables to the discipline “Plans” folder
- Apply and maintain indexing attributes to CAD plans (and other deliverables as needed)
- Publish PDF format plan submittals in ProjectWise using automated publishing tools
- Digitally sign PDF format plan submittals in ProjectWise according to DOTD standards and procedures (Final Plans, Revisions and Change Orders). Signatures shall be applied in signature blocks provided with electronic seals and Title Sheets.

Additionally, after reviewing deliverables for each submittal milestone, the Project Manager shall notify the Consultant regarding the availability of two automatically-generated informational reports in ProjectWise. These reports document the completion status and other information regarding indexing attributes and CAD standards. The Consultant shall take these reports into account and make any necessary adjustments to plans before the next submittal milestone; or sooner, if directed by the Project Manager.

ATTACHMENT B – MINIMUM PERSONNEL REQUIREMENTS (MPRs)

The following requirements must be met at the time the proposal is submitted:

1. At least one (1) principal of the prime consultant shall be a registered professional engineer in the state of Louisiana.
2. At least one (1) principal or other responsible member of the prime consultant shall be currently registered in the state of Louisiana as a professional engineer in civil engineering.
3. At least one (1) principal or responsible member of the prime consultant shall be a professional civil engineer, registered in the state of Louisiana, and shall have a minimum of five (5) years of experience in responsible charge of bridge design.
4. At least one (1) member of the prime consultant shall function as the Project Manager and must have taken the NHI Course No. 142005, “National Environmental Policy Act (NEPA) and Transportation Decision Making”, or an approved equivalent course.
5. At least one (1) environmental professional shall have a minimum of five (5) years of experience with the primary responsibility for authoring NEPA documents; this shall include authoring an *Environmental Impact Statement* for the Federal Highway Administration (FHWA) for which a *Record of Decision* was issued. Provide project reference(s), including project name and owner contact information, for *Environmental Impact Statement(s)* for which a *Record of Decision* was issued.
6. At least one (1) environmental professional shall have a minimum of three (3) years of experience preparing noise analyses for highway projects using the latest FHWA noise model.
7. At least one (1) environmental professional shall have a minimum of three (3) years of experience preparing air analyses for highway projects using the latest EPA model.
8. At least one (1) biologist with a degree in biology, ecology, or related field shall have a minimum of three (3) years of experience preparing wetland delineations.
9. At least one (1) biologist with a degree in biology, ecology, or related field shall have a minimum of three (3) years of experience preparing threatened and endangered species surveys.
10. At least one (1) principal investigator for the archaeological work shall meet the Secretary of Interior’s Professional Qualifications Standards for Archaeology and Archaeologist Qualifications as published in the Louisiana Register on April 20, 1994.
11. At least one (1) architectural historian shall meet the Secretary of Interior’s Professional Qualifications Standards for Architectural History.
12. At least one (1) individual shall have taken a course on Section 106 of the National Historic Preservation Act offered by the Advisory Council on Historic Preservation or its equivalent training.
13. At least one (1) environmental professional shall have a minimum of three (3) years of experience preparing Phase I Environmental Site Assessments.

14. At least one (1) real estate professional shall have a minimum of three (3) years of experience preparing Conceptual Stage Relocation plans.
15. At least two (2) professional engineers, registered in the state of Louisiana, shall each have a minimum of five (5) years of experience in the design of major river-crossing bridges.
16. At least two (2) professional engineers, registered in the state of Louisiana, shall each have a minimum of ten (10) years of experience in the design of complex bridges, which shall include at least one cable-stayed bridge.
17. At least one (1) professional engineer, registered in the state of Louisiana, shall have a minimum of ten (10) years of experience in geotechnical design of major foundation elements for major river-crossing bridges.
18. At least one (1) professional engineer, registered in the state of Louisiana, shall have a minimum of ten (10) years of experience in geotechnical design of major foundation elements in Louisiana soils.
19. At least one (1) professional engineer, registered in the state of Mississippi, shall have a minimum of ten (10) years of experience in geotechnical design of major foundation elements in Mississippi soils.
20. At least one (1) geologist or geoscientist shall have a minimum of ten (10) years of experience in geological investigation and recommendations.
21. At least one (1) individual with a minimum of five (5) years of experience in navigational analyses acceptable to the United States Coast Guard.
22. At least one (1) professional traffic engineer, registered in the state of Louisiana, shall have a minimum of ten (10) years of experience in traffic forecasting, capacity analyses, and traffic simulation.
23. At least one (1) professional engineer, registered in the state of Louisiana, shall have a minimum of five (5) years of experience in Louisiana roadway design.
24. At least one (1) professional engineer, registered in the state of Mississippi, shall have a minimum of five (5) years of experience in Mississippi roadway design.
25. At least one (1) professional engineer or one (1) professional land surveyor, registered in the state of Louisiana, shall have a minimum of five (5) years of experience in developing surface models from LiDAR data.
26. At least one (1) professional land surveyor, registered in the state of Louisiana, shall have a minimum of five (5) years of experience in topographic surveying for DOTD.
27. At least one (1) cost estimator shall have a minimum of ten (10) years of experience in developing Independent Contractor Estimates (ICE) for major roadway and bridge construction projects using labor, material, and equipment costs, subcontractor and indirect costs, bond rates, operating margins, etc. as the basis for construction cost estimation.

**MPRS ARE TO BE MET BY SEPARATE INDIVIDUALS,
UNLESS STATED OTHERWISE BELOW.**

MPR Nos. 1 through 3 may be met by the same person.

MPR Nos. 4 and 5 may be met by the same person.

MPR Nos. 6 and 7 may be met by the same person.

MPR Nos. 8 and 9 may be met by the same person.

MPR Nos. 15 and 16 may be met by the same persons.

MPR Nos. 17, 18, and 19 may be met by the same person.

MPR Nos. 23 and 24 may be met by the same person.

MPR Nos. 25 and 26 may be met by the same person.

MPR Nos. 5 through 27 may be satisfied through the use of a sub-consultant(s).

NOTE: WHEN SATISFYING A MINIMUM PERSONNEL REQUIREMENT, PLEASE ENSURE THE RÉSUMÉ REFLECTS REQUIRED EXPERIENCE AS REQUESTED.

- Please note the number of MPRs are minimal; however, all relevant personnel necessary to perform the Scope of Services must be identified in Section 14 of the DOTD Form 24-102 and their resumes included in Section 16 of the DOTD Form 24-102.